

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 95-03

Subject:

DATE: 08/18/92

Sunset Review:

POLICY AND PROCEDURES FOR EVALUATION
OF STUDENTS IN CENTER ADVANCED
TRAINING PROGRAMS

1. PURPOSE. This directive promulgates the Board of Directors' policy on student evaluation in the Center Advanced training programs at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. This directive applies to all Center Advanced training programs.
3. CANCELLATION. FLETC Directive 91-04.A, Student Evaluation Policy and Procedures for Center Advanced Training Programs, dated October 3, 1986, is cancelled and superseded by this directive.
4. BACKGROUND. The Board of Directors approved a revised student evaluation policy on December 17, 1981. A major provision of the policy requires that it be implemented through internal directives which contain enough flexibility to meet varying and changing needs of the participating organizations.
5. DEFINITIONS.
 - a. Probation Status - A temporary classification assigned to a student due to academic deficiency resulting from failure on a written examination and/or unsatisfactory performance in a practical exercise.
 - b. Remedial Training - Additional instructional opportunities afforded a student, upon request, who is experiencing difficulty in a Center Advanced training program.
 - c. Written Examination - Scheduled course examinations which are required to successfully complete a program.

d. Individual Practical Exercise - A performance-oriented evaluation situation in which a student, under the supervision of an instructor, is required to successfully perform certain tasks related to classroom instruction.

e. Group Practical Exercise - A performance-oriented evaluation situation in which a student is assigned as a member of a team required to successfully perform team tasks related to classroom instruction.

f. Standard - A quantifiable statement of the desired quality of performance for a given task. This differs from the performance statements in that it establishes the criterion against which a student's performance will be measured.

6. RESPONSIBILITIES.

a. The Director, FLETC, is responsible for ensuring that the Board of Directors' policies and procedures are implemented and administered in a consistent manner.

b. The Directors for the Office of General Training, the Office of Special Training, and the Office of Artesia and Marana Operations having responsibility for specific programs are responsible for establishing and implementing minimum student performance standards for the successful completion of all practical exercises for those programs assigned to their respective offices.

7. POLICIES AND PROCEDURES.

a. Remediation/Probation. Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

Specific criteria for Center Advanced programs are attached.

b. Certificate of Training. All participants successfully completing a Center Advanced program will receive a Certificate of Training. There are no provisions for distinguished graduates in Center Advanced training programs.

c. Criteria. The minimum student performance criteria for Center Advanced programs will be:

(1) Written Examinations: 70%

(2) Practical Examinations:

(a) Seventy percent when performance can be quantified, unless otherwise established at a higher performance criteria by specific attachment, e.g., Firearms Instructor Training Program (80 percent).

(b) Satisfactory where performance is measured against a non-quantifiable standard.

8. READMISSION OF STUDENTS.

a. Any student who is dismissed from training for failing either written examinations or graded practical exercises may be reinstated as a student at the FLETC in a subsequent class or segment of instruction provided written notification and justification is given by the sponsoring agency.

b. Any student who is removed from the FLETC for disciplinary reasons will not be permitted to attend subsequent instruction at the FLETC unless prior approval is given by the Director, FLETC. A written request for reinstatement must be submitted by the head of the student's parent organization.

c. Any student who is terminated from training because of their medical history or condition may be readmitted to further FLETC training only after the sponsoring organization submits an appropriate medical statement which receives concurrence from the Center's physician.

d. Any student who is dismissed from training for cheating is not eligible for readmission to the FLETC in accordance with the policy outlined in FD 52-01.

9. EXCEPTIONS.

In case of emergency situations or other extenuating circumstances and upon written request of the student's sponsoring organization, the Director, FLETC may grant an exception to the policy outlined in this directive.

10. Office of Primary Interest. Office of the Director.

Charles F. Rinkevich
Director

FD 95-03
08/18/92

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Attachment (Note: too large to append; see file 95-03.atc)

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ADVANCED FINANCIAL FRAUD TRAINING PROGRAM (AFFTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student shall attend all class sessions and, as a member of an investigative team, demonstrate understanding of the issues presented in a mock financial investigation. Using a team approach, each student will obtain information by implementing and practicing the techniques presented during the lecture portion of the program. A report of investigation produced by each team will identify the targets of the investigation and the applicable violations. The investigative findings are communicated to a prosecutor for identification of the strengths and weaknesses of the case.

2. REMEDATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

ADVANCED INTERVIEWING TRAINING PROGRAM (AINTP)

1. STANDARD

To successfully fulfill the requirements of this program the student must meet the following:

a. Conduct one or more investigative interviews utilizing the five phases of the law enforcement interview. The criteria for the evaluation are the 10 items listed on the Behavioral Science Division Interviewing P.E. form (Exhibit 1).

b. Conduct one investigative interview using a multiple suspect elimination technique. The criteria for the evaluation are the 12 questions listed on the Behavioral Science Division Multiple Suspect Elimination form (Exhibit 2).

c. Achieve an acceptable rating of 70 percent on all topics listed on the two forms.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

INTERVIEWING PRACTICAL EXERCISE

PRIMARY: _____

SECONDARY: _____

ROLE NAME: _____

TIME BEGAN _____ TIME ENDED _____

ID: Self: _____

Partner: _____

Interviewee: _____

Purpose: _____

RAPPORT: Specifically what?

QUESTIONS:

SUMMARY:

CLOSE: All three parts?

MULTIPLE SUSPECT ELIMINATION - QUESTIONS

SETTING THE STAGE:

1. Vague explanation of the situation (purpose)
2. We are talking to all parties connected with this incident.
3. We know that one of the people we are going to be talking to is responsible for the incident.
4. The information collected is for official purposes.
5. You need to know that I am not going to repeat what you say, but it is important for you to understand that I won't be able to tell you what others have said about you.

QUESTIONS:

1. DO YOU KNOW WHY WE ARE TALKING WITH YOU?
OR
DO YOU KNOW WHY WE ARE INTERVIEWING YOU?

2. DO YOU BELIEVE THAT THE _____ ACTUALLY HAPPENED?

3. WHO DO YOU THINK COULD HAVE DONE THIS?

4. WHY DO YOU THINK THAT?

5. WHO DO YOU THINK IS THE LEAST LIKELY TO HAVE DONE IT?

6. WHO HAD THE BEST OPPORTUNITY TO DO IT?

7. WHAT DO YOU THINK SHOULD HAPPEN TO THE PERSON WHO DID IT?

8. DID YOU EVER THINK ABOUT DOING SOMETHING LIKE THIS?

9. ANALOGY QUESTION:

EXAMPLE - SOMETHING IS STOLEN = HAVE YOU EVER BORROWED
SOMETHING LIKE THIS WITH THE INTENT OF REPLACING IT
LATER?

10. THE WRAP-UP: GIVE THE APPEARANCE THAT YOU ARE
FINISHED, FOLD UP THE WORK, STAND UP, ETC.

THANK THE SUBJECT.

11. STATE: I KNOW YOU WILL BE GLAD TO TALK TO ME AGAIN.

IF APPLICABLE TO FACTUAL CIRCUMSTANCE, ASK:

HOW A PARTICULAR OPERATION IS REALLY DONE OR CARRIED OUT.

12. IF YOU WOULD HAVE DONE SOMETHING LIKE THIS, HOW WOULD YOU
HAVE DONE IT?

SECOND INTERVIEW - QUESTIONS

SETTING THE STAGE:

1. PROP - remember to bring in a larger case folder.
2. State to your subject that you have been able to eliminate some people from suspicion, but that you have a few more questions.
3. Explain to the person being interviewed that you understand that there has been a lot of talk about the investigation, but that it is almost closed.

**ADVANCED LAW ENFORCEMENT PHOTOGRAPHY TRAINING PROGRAM
(ALEPTP)**

1. STANDARDS

To successfully fulfill the requirements of this program, the student must meet the following:

- a. Use of Cameras and Meters - Photographs produced by the student must be of sufficient clarity and detail to demonstrate:
 - (1) Correct exposure techniques within 1/2 stop of the correct exposure, neither overexposed (light) nor underexposed (dark).
 - (2) Correct composition by utilizing either vertical or horizontal format; and proper framing, image position, and size.
 - (3) Correct lighting by using both the direction and angle of light to accomplish the desired effect.
 - (4) Correct detail by overexposing to reveal detail otherwise blocked out when properly exposed.
 - (5) Correct depth of field by employing the 1/3 Rule and minimum apertures consistent with correct exposure.
 - (6) Absence of either subject or camera movement.
- b. Flash Photography - The student must demonstrate proper operation of the assigned flash unit by performing the following objectives:
 - (1) Selection of correct synchronization shutter speed.
 - (2) Selection of F/stop consistent with flash range.
 - (3) Correct composition of the photographed subject.
 - (4) Proper exposure of the photographed subject.

- (5) Proper direction of the flash for reflection compensation.
 - (6) Proper direction of the angle of flash for modeling and close-up photography.
 - (7) Proper use of time-exposures and painting with flash.
- c. Surveillance Photography - Photographs will be sufficiently clear and detailed so that:
 - (1) Persons photographed can be identified.
 - (2) Auto tags, house and/or location can be identified.
 - (3) Depth of field and photo composition show significant object relationship.
 - (4) Surveillance log corroborates the identity of subjects photographed.
 - (5) Photographs record scenario sequence.
 - (6) Participants are not easily identified.
- d. Color - Photographs will be of sufficient clarity and detail so that the student demonstrates:
 - (1) Correct light for color balance with the film selected.
 - (2) Correct lighting techniques, both natural and artificial.
 - (3) Low light capabilities of the color films.
- e. 2475 Recording Film - Photographs will be of sufficient clarity and detail so that the student demonstrates correct exposure and bracketing techniques with a high speed film under low light conditions by simulating and photographing at ASA 3200 under night surveillance conditions.
- f. Black and White P.E. - Photographs will be of sufficient clarity and detail so that the student demonstrates a knowledge of basic photographic techniques of exposure, composition, sharpness and lighting. The primary purpose of this exercise is to produce a roll of exposed film to be developed and printed during the Darkroom Techniques P.E. This roll

must contain negatives incorporating over and underexposure, flat and contrasting lighting, and back lighted subjects for correction during processing.

- g. Darkroom Techniques - Black and white negatives, prints, and enlargements will be of sufficient clarity and detail so that the student demonstrates:
 - (1) The ability to load 35mm film onto stainless steel reels.
 - (2) The ability to develop, stop, fix, wash and dry film.
 - (3) The ability to produce correctly exposed, full tonal range contact (proof) and 5 X 7 prints of assigned photos.
 - h. Crime Scene Photography - Photographs taken by students will be of sufficient clarity and detail to ascertain that:
 - (1) A fair representation of the crime scene is depicted.
 - (2) An eye-level vantage point is selected, unless otherwise required.
 - (3) The flash is used as the primary lighting for the photograph.
 - (4) The scene is completely recorded by the photograph.
 - (5) Sufficient detail exists in the close-ups through use of the macro lens and side lighting.
 - (6) Each set of photographs will show overall, intermediate and close-ups of the crime scene.
 - i. Infrared - Black and white negatives, contact prints, and enlargements will be of sufficient clarity and detail so that the student demonstrates:
 - (1) The ability to load and unload the camera in the dark.
 - (2) The ability to correctly focus and expose infrared film under low light conditions including use of infrared flash.
 - j. Video Techniques - Videotape recordings taken during Surveillance II will be of sufficient clarity and detail so that:
- P.E.

- (1) The student demonstrates familiarity with assigned video recording equipment.
 - (2) The student demonstrates the ability to tape identifiable surveillance subjects on videotape.
 - (3) The student demonstrates the ability to prepare for videotaping.
 - (4) The student demonstrates knowledge of proper procedures for storing and releasing videotape evidence.
- k. Night Vision - Photographs will be of sufficient clarity and detail so that the student demonstrates:
 - (1) Familiarity with assigned night vision equipment to produce correctly exposed photographs through the night scope under extremely low light night conditions.
 - (2) The ability to focus both objective and relay lenses under night lighting conditions.
 - (3) The ability to augment night lighting with invisible light sources.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during the training will not receive a Certificate of Training.

ADVANCED MARINE LAW ENFORCEMENT TRAINING PROGRAM (AMLETP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must achieve a minimum score of 70 percent on the multiple choice examination.

2. REMEDICATION

Students are not placed on probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during the training will not receive a Certificate of Training.

ADVANCED MICROCOMPUTER TRAINING PROGRAM (AMCTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must attend all class sessions, successfully complete laboratory and practical exercises, and be able to:

- a. perform file management operations and microcomputer operations;
- b. know the concepts and techniques utilized in the investigation of microcomputer related crime and how information stored on magnetic media may be manipulated to render external examination unprofitable;
- c. be able to use telecommunications hardware and software; and
- d. understand the logical organization and function of programming languages.

2. REMEDATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

ADVANCED PHYSICAL SECURITY TRAINING PROGRAM (APSTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

Achieve a grade of satisfactory on the practical exercise in accordance with the Student Evaluation Form for the practical exercise (Exhibit 3).

There is no written exam for this program. The group practical exercise is the only form of evaluation.

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

ADVANCED PHYSICAL SECURITY TRAINING PROGRAM

STUDENT EVALUATION FORM

Students will demonstrate, to the satisfaction of the instructor/facilitator, substantive knowledge of all facets of a physical security survey process. Students operating as a security survey team will be required to identify, evaluate and assess present security systems in operation at a given facility and recommend enhancements to those systems. One member of each security survey team will conduct an oral presentation, not to exceed 20 minutes in length, discussing security enhancements at their site. Students must demonstrate appropriate knowledge in the following areas:

AREA OF EVALUATION **UNSATISFACTORY**

SATISFACTORY

SECURITY SURVEY PROCESS

- | | | | |
|----|---|-------|-------|
| 1. | Identify/evaluate existing devices | _____ | _____ |
| 2. | Describe vulnerability of existing system | _____ | _____ |
| 3. | Recommend corrections | _____ | _____ |
| 4. | Evaluate operational factors | _____ | _____ |
| 5. | Recommend upgrades | _____ | _____ |
| 6. | Detailed site description | _____ | _____ |
| 7. | Structural modifications/upgrades to support new system | _____ | _____ |
| 8. | Evaluate response force capabilities | _____ | _____ |

RISK ASSESSMENT

- | | | | |
|----|---|-------|-------|
| 1. | Display knowledge of the five levels of risk assessment | _____ | _____ |
| 2. | Use of risk assessment priority grid or matrix | _____ | _____ |

INTRUSION DETECTION SYSTEMS (IDS)

- | | | | |
|----|---|-------|-------|
| 1. | Identify present IDS | _____ | _____ |
| 2. | Recommend retention/replace | _____ | _____ |
| 3. | Demonstrate knowledge of capabilities of IDS | _____ | _____ |
| 4. | Identify local factors which affect IDS | _____ | _____ |
| 5. | Demonstrate knowledge of "Concentric Circle" relating to use of IDS | _____ | _____ |

ACCESS CONTROL

- | | | | |
|----|--|-------|-------|
| 1. | Identify present access control system | _____ | _____ |
| 2. | Know four methods of access control | _____ | _____ |
| 3. | Recommend retention/replacement or upgrade | _____ | _____ |

PERIMETER SECURITY

- | | | | |
|----|--|-------|-------|
| 1. | Identify perimeter barriers does it meet five "D's" of a barrier | _____ | _____ |
| 2. | Demonstrate knowledge of five levels of security | _____ | _____ |
| 3. | Identify weak areas in barrier | _____ | _____ |

CLOSED CIRCUIT TELEVISION (CCTV)

- | | | | |
|----|-------------------------------|-------|-------|
| 1. | Know basic components CCTV | _____ | _____ |
| 2. | Identify uses of CCTV | _____ | _____ |
| 3. | Identify limitations of CCTV | _____ | _____ |
| 4. | Know B/W relation to lighting | _____ | _____ |
| 5. | Know color relation lighting | _____ | _____ |

GUARD FORCE

- | | | | |
|----|--|-------|-------|
| 1. | Identify advantage/disadvantage of contract guard services | _____ | _____ |
| 2. | Identify advantage/disadvantage | _____ | _____ |

3. of proprietary guard services _____
Know relationship between guard force _____
and local law enforcement _____

2 of 3

ADDITIONAL COMMENTS:

Team: _____ Date: _____

Evaluator: _____

ARCHEOLOGICAL RESOURCES PROTECTION TRAINING PROGRAM (ARPTP)

1. STANDARDS

To successfully fulfill the requirements of this program, the student must meet the following requirements:

- a. Fully participate in each course of instruction and laboratory and successfully complete the final P.E. (no written examination).
- b. Complete each course of instruction as an assigned member of a team and successfully perform the team tasks required in the Crime Scene P.E.

2. REMEDICATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must:

Achieve a grade of satisfactory on the practical exercise in accordance with the student evaluation forms (Exhibits 4-8) for the particular practical exercise group/individual assignments.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

PRACTICAL EXERCISE

GROUP LEADER

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|------------------------------|-------|-------|
| 1. | Manage efforts of the group | _____ | _____ |
| 2. | Briefing to program director | _____ | _____ |
| 3. | Additional Comments: | | |

Team: _____ Date: _____

Evaluator: _____

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

PRACTICAL EXERCISE EVALUATION FORM

INTELLIGENCE AND THREAT ANALYSIS

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|---|-------|-------|
| 1. | Developed EEI requirements | _____ | _____ |
| 2. | Identified potential sources of information | _____ | _____ |
| 3. | Identified local extremist groups | _____ | _____ |
| 4. | Assisted other teams when possible | _____ | _____ |
| 5. | Necessary information provided to group leader for briefing | _____ | _____ |
| 6. | Additional Comments: | | |

Team: _____ Date: _____

Evaluator: _____

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

PRACTICAL EXERCISE EVALUATION FORM

PHYSICAL SECURITY

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|---|-------|-------|
| 1. | Sensitive areas identified | _____ | _____ |
| 2. | On-site survey conducted | _____ | _____ |
| 3. | Physical security actions recommended | _____ | _____ |
| 4. | Assisted other teams (when necessary) | _____ | _____ |
| 5. | Necessary information provided to group leader for briefing | _____ | _____ |
| 6. | Additional Comments: | | |

Team: _____

Date: _____

Evaluator: _____

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

PRACTICAL EXERCISE EVALUATION FORM

LAW ENFORCEMENT RESOURCES COORDINATION

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. Determine LE agencies
who can support

2. Determine capabilities

3. Develop liaison plan for
supporting agencies

4. Additional Comments:

Team: _____ Date: _____

Evaluator: _____

ANTITERRORISM CONTINGENCY PLANNING TRAINING PROGRAM (ATCPTP)

PRACTICAL EXERCISE EVALUATION FORM

NEWS MEDIA

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|--|-------|-------|
| 1. | Develop press release
(do not violate opsec) | _____ | _____ |
| 2. | Contingency plan for
media response | _____ | _____ |
| 3. | Coordination w/other teams | _____ | _____ |
| 4. | Information provided to group
leader for briefing | _____ | _____ |
| 5. | Additional Comments: | | |

Team: _____ Date: _____

Evaluator: _____

BASIC FIELD INSTRUCTOR TRAINING PROGRAM (BFITP)

1. STANDARD

To successfully fulfill the requirements of this program, the student must meet the following:

- a. Prepare and present a 30-minute instructional session on a work-related topic.
- b. Achieve a "good" or "acceptable" rating on at least 80 percent (49) of 61 items listed on the evaluation instrument, Assessment of Instructor Effectiveness, Form FTC-OGT-39 (Exhibit 9).

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

BASIC INSTRUCTOR TRAINING PROGRAM (BITP)

1. STANDARD

To successfully fulfill the requirements of this program the student must meet the following:

a. Present a 50-minute period of instruction on an occupationally related subject. The criteria for evaluation are the 61 items listed on Form FTC-OGT-39, Assessment of Instructor Effectiveness (Exhibit 10).

b. Achieve an "acceptable" or "good" rating on 80 percent (49) of all subtopics listed on Form FTC-OGT-39.

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

BASIC MICROCOMPUTER TRAINING PROGRAM (BMCTP)

1. STANDARDS

To successfully fulfill the requirements of this program, and receive a Certificate of Training, the student shall attend all class sessions and is expected to:

- a. Understand basic computer concepts including, but not limited to, types of hardware, types of software, types of memory and data storage capacity;
- b. know and understand how to use basic Disk Operating System commands to perform fundamental file management operations;
- c. understand how to load and use selected electronic spreadsheet, database management, and graphics applications programs;
- d. understand how computers are used as investigative tools; and
- e. demonstrate his/her understanding through participation in laboratory and practical exercises involving creation of database and spreadsheet files, data manipulation, and data analysis to determine if a crime was committed.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

BOATING ACCIDENT INVESTIGATION TRAINING PROGRAM (BAITP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must achieve a minimum score of 70 percent on the multiple choice examination.

2. REMEDICATION

Students are not placed on probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during the training will not receive a Certificate of Training.

COMPUTER CRIME TRAINING FOR PROSECUTORS (CCTP)

1. STANDARDS

To successfully fulfill the requirements of this program, and receive a Certificate of Training, the student shall attend all class sessions and is expected to:

- a. understand the basic fundamentals of telecommunications technology as it relates to contemporary computer crime schemes;
- b. understand how computers are used as tools in the commission of crimes and how they may be the objects of criminal acts;
- c. know the statutes relevant to computer crime and the methodology of using the statutes to bring charges against suspected perpetrators;
- d. know how evidence is obtained in a high tech environment, by whom, and the best methods of using the services of computer crime subject matter experts;
- e. know the strategies to be employed in the prosecution of computer crimes;
- f. know the jurisdictional and policy issues attendant to investigation and prosecution of computer crime; and
- g. as a team member, must complete a practical exercise involving execution of a search warrant in a data processing environment thereby demonstrating and applying knowledge of the legal principles of search and seizure, evidence handling, and detention and arrest.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training will not receive a Certificate of Training.

CONTINUING LEGAL EDUCATION TRAINING PROGRAM (CLETP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

Achieve a minimum score of 70 percent on the written examination at the end of the program.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

CRIMINAL INTELLIGENCE ANALYST TRAINING PROGRAM (CIATP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

Achieve a grade of satisfactory on the practical exercise in accordance with the student evaluation form for the practical exercise (Exhibit 11).

There is no written exam for this program. The group practical exercise is the only form of evaluation.

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

CRIMINAL INTELLIGENCE ANALYST TRAINING PROGRAM (CIATP)

PRACTICAL EXERCISE

EVALUATION FORM

<u>AREA OF EVALUATION</u>	<u>SATISFACTORY</u> YES	<u>UNSATISFACTORY</u> NO
1. WRITTEN SUMMARY REPORT		
a. One page in length	_____	_____
b. Covered PE material	_____	_____
c. Contained probability	_____	_____
d. Used brevity	_____	_____
2. ORAL PRESENTATION		
a. 25 minutes or less	_____	_____
b. Covered PE material	_____	_____
c. Clearly presented	_____	_____
3. ANALYTICAL PRODUCTS		
a. 3 products produced	_____	_____
b. Product appropriate	_____	_____
C. Product supports written and oral conclusions	_____	_____

Any " no " in sub-areas constitutes unsatisfactory performance in evaluated area.
Satisfactory performance in two of the three evaluated areas is required for overall
satisfactory performance of practical area.

ADDITIONAL COMMENTS:

Team: _____

Date: _____

Evaluator: _____

FD 95-03
Attachment 1

CRIMINAL INVESTIGATIONS IN AN AUTOMATED ENVIRONMENT TRAINING PROGRAM (CIAETP)

1. STANDARDS

In order to successfully complete the training program and receive a Certificate of Training, the student shall attend all class sessions and is expected to:

- a. attain a minimum score of 70 percent on a written comprehensive examination and demonstrate understanding and the ability to apply the concepts taught through successful completion of seven practical exercises;
- b. know the structure and function of a data processing organization and the primary roles that computers play in a business environment;
- c. know the significant aspects of multi-user computer environments and system interfacing;
- d. know the techniques of computer related crime and its detection by law enforcement; and
- e. know the investigative techniques relevant to an automated environment and the legal aspects of the automated environment as related to law enforcement officials.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must:

Achieve a grade of satisfactory on the practical exercise in accordance with the student evaluation forms listed below (Exhibits 12-16) for the particular practical exercise group/individual assignments.

1. Group leader
2. Intelligence and threat analysis
3. Physical security
4. Law enforcement
5. News media

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

PRACTICAL EXERCISE

GROUP LEADER

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|------------------------------|-------|-------|
| 1. | Manage efforts of the group | _____ | _____ |
| 2. | Briefing to program director | _____ | _____ |
| 3. | Additional Comments: | | |

Team: _____ Date: _____

Evaluator: _____

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

PRACTICAL EXERCISE EVALUATION FORM

INTELLIGENCE AND THREAT ANALYSIS

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|---|-------|-------|
| 1. | Developed EEI requirements | _____ | _____ |
| 2. | Identified potential sources of information | _____ | _____ |
| 3. | Identified local extremist groups | _____ | _____ |
| 4. | Assisted other teams when possible | _____ | _____ |
| 5. | Provided information to group leader for briefing | _____ | _____ |
| 6. | Additional Comments: | | |

Team: _____

Date: _____

Evaluator: _____

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

PRACTICAL EXERCISE EVALUATION FORM

PHYSICAL SECURITY

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|---|-------|-------|
| 1. | Sensitive areas identified | _____ | _____ |
| 2. | On-site survey conducted | _____ | _____ |
| 3. | Physical security actions recommended | _____ | _____ |
| 4. | Assisted other teams (when necessary) | _____ | _____ |
| 5. | Necessary information provided to group leader for briefing | _____ | _____ |
| 6. | Additional Comments: | | |

Team: _____

Date: _____

Evaluator: _____

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

PRACTICAL EXERCISE EVALUATION FORM

LAW ENFORCEMENT RESOURCES COORDINATION

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. Determine LE agencies
who can support

2. Determine capabilities

3. Develop liaison plan for
supporting agencies

4. Additional Comments:

Team: _____

Date: _____

Evaluator: _____

CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)

PRACTICAL EXERCISE EVALUATION FORM

NEWS MEDIA

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|--|-------|-------|
| 1. | Develop press release
(do not violate opsec) | _____ | _____ |
| 2. | Contingency plan for
media response | _____ | _____ |
| 3. | Coordination w/other teams | _____ | _____ |
| 4. | Information provided to group
leader for briefing | _____ | _____ |
| 5. | Additional Comments: | | |

Team: _____ Date: _____

Evaluator: _____

DOMESTIC MONEY LAUNDERING TRAINING PROGRAM (DMLTP)

1. STANDARDS

To successfully fulfill the requirements of this program and receive a Certificate of Training, the student shall attend all class sessions and is expected to:

- a. know and be able to apply financial transactions affecting the five different categories of account;
- b. trace funds from accounting records to source documents or vice versa;
- c. discuss and give illustrations of the two types of transactions and how documents flow into, through, and out of U.S. Banks in the international banking environment;
- d. define the Bank Secrecy Act and be knowledgeable of the criminal and civil penalties that may be imposed under it;
- e. know the basic elements of each of the major statutes used in the investigation and prosecution of money laundering violations;
- f. understand what assets are forfeitable under the law and the asset sharing provision of the law;
- g. know how to request FBI assistance with an investigation;
- h. know the primary federal and commercial databases Financial Crimes Enforcement Network (FinCen) has access to and how FinCen can assist with an investigation;
- i. apply money laundering investigative techniques to non drug, white collar crime cases and determine if potential money laundering violations have been committed; and
- j. participate in classroom discussions and practical exercises involving application of the theories and methods presented.

2. REMEDIATION

Students are not placed on academic probation. Students will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

DRIVER INSTRUCTOR TRAINING PROGRAM (DITP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

- a. Achieve a minimum score of 70 percent on the written examination.
- b. Achieve a grade of satisfactory on each of the following practical exercises:
 - (1) Skid Control - The student must initiate and recover from left and right hand braking and acceleration skids. Must use appropriate power and counter steering recovery techniques. Skid recovery and vehicle control must be maintained in 70 percent of all evaluated skids.
 - (2) Highway Response Driving - Students may be scheduled for either Range #7 or #8.

Range #7

The student must traverse the closed, 1.5 mile driving range in a maximum time limit of 1 minute 45 seconds (1:45) in the clockwise and counter-clockwise directions under dry pavement conditions. For wet pavement conditions, the maximum time limit will be increased 5 seconds. If it is raining and there is standing water on the roadway, the maximum time limit will be increased 10 seconds. At all times the student must operate the vehicle at optimum safe speeds and employ proper braking, steering, acceleration, and line of travel techniques.

Range #8

The student must traverse the closed, 1.5 mile driving range in 1 minute and 59 seconds (1:59) in a clockwise direction. Students must traverse the course in 2 minutes and 2 seconds (2:02) in a counter-clockwise direction under dry pavement conditions. For wet pavement conditions, the maximum time limit will be increased 5 seconds. If it is raining and there is standing water on the roadway, the maximum time limit will be increased 10 seconds. At all times, the student must

operate the vehicle at optimum safe speeds and employ proper braking, steering, acceleration, and line of travel techniques.

(3) Non-Emergency Vehicle Operations (NEVO) -

The student must negotiate a series of driving exercises and not strike more than five (5) traffic cones. If a student strikes more than five (5) cones, points will be deducted from their performance within the prescribed time limits. On a scale of 1 to 100, 10 points are deducted for the sixth and successive cones. Traffic violations incur five (5) points. The course must be negotiated in seven (7) minutes. Ten (10) points are deducted for each 30 seconds over the 7 minute time limit. A minimum score of 70 percent is required to successfully complete the course.

(4) Instructional Presentation - Students are required to present

a 30 minute period of instruction on an occupationally related subject relating to Driver Training. The criteria for evaluation are the 50 items listed on Form FTC-OST-39 (Exhibit 17), Assessing Instructor Effectiveness. The student must achieve a satisfactory score of 70 percent on 35 of the sub-topics listed on form FTC-OST-39.

2. REMEDIATION

Students will be afforded the opportunity for one immediate retest following the failure of a practical driving exercise. Students who fail the retest are provided a one hour remediation class. A student failing to perform satisfactorily after remediation and additional retest, will not receive a Certificate of Training.

FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)

1. STANDARDS

To successfully complete this program the student must meet the following requirements:

- a. Comprehensive Written Examination - Students must achieve a minimum score of 70 percent.
- b. Instructional Presentation - Students are required to present a 30 minute period of instruction on an occupationally related subject. The criteria for evaluation are the 25 items listed on FTC-STD-62, Oral Presentation Evaluation Form (Exhibit 18). Students must receive an acceptable or good rating of 70 percent (18) of the sub-topics listed on the form.
- c. Firearms Proficiency - Students must achieve a minimum score of 80 percent on each of the two courses of fire--Practical Pistol Course and Advanced Shotgun for FITP. Students must also receive a satisfactory score on a Hands-on Practical Exercise dealing with weapon functioning. This is a pass/fail practical exercise.

2. REMEDIATION

There is no remediation for any portion of this program. Students who fail any portion may stay for the remainder of the program in an audit status upon request of their parent agency.

3. APPLICATION

This directive applies to the Multi-Agency Firearms Instructor Training Program. Agency tailored programs may have additional requirements as requested by the specific agency; however, ALL programs must include, at a minimum, the requirements listed above.

FIRST RESPONSE TRAINING PROGRAM (F RTP)

1. Standards

To successfully fulfill the requirements of this program the student must meet the following:

Achieve average or above on each of the three major areas on the F RTP Practical Exercise Student Evaluation Form, O-OGT-17 (7/90) (Exhibit 19).

2. REMEDICATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

IMPACT WEAPONS INSTRUCTOR TRAINING PROGRAM (IWITP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following requirements:

- a. Achieve a minimum score of 70 percent on a comprehensive written examination.
- b. Hold a current CPR certification.
- c. Present a 15-minute presentation on an occupationally related subject. The criteria for evaluation are the items listed on Form FTC-OGT-39, Assessment of Instructor Effectiveness (Exhibit 20).
- d. Complete the Physical Efficiency Battery (PEB).
- e. Meet all practical exercise performance requirements and be physically capable of performing required techniques with student opponents in actively resistant situations.
- f. Hold a current Self Defense Instructor training certificate.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

INTERNATIONAL BANKING AND MONEY LAUNDERING TRAINING PROGRAM (IBMLTP)

1. STANDARDS

To successfully fulfill the requirements of this program and receive a Certificate of Training, the student shall attend all class sessions and is expected to:

- a. know and understand the basic elements of each of the major statutes used in the investigation and prosecution of money laundering violations;
- b. determine which of the four separate criminal offenses is best suited for potential prosecutions;
- c. know the scope of the Right to Financial Privacy Act and compliance standards;
- d. have a fundamental understanding of the importance of FinCen to Federal law enforcement and intelligence analysts;
- e. have a basic understanding of the responsibilities of the Office of International Affairs and the importance of consultation with the Departments of Justice, State, and Treasury, and other law enforcement agencies on policy and legal issues involving international criminal matters;
- f. identify the international sources of information available to investigators dealing with the transfer of funds into and out of the United States;
- g. be able to describe the structure of U.S. banks and bank holding companies;
- h. be able to describe the function of U.S. banks within the international banking environment and the international banking framework; and
- i. identify the types of money laundering methods that exist and the potential threat that these methods pose to the United States and Federal law enforcement.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training will not receive a Certificate of Training.

INTRODUCTION TO CRIMINAL INVESTIGATIONS TRAINING PROGRAM (ICITP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following requirements:

- a. Attain a 70 percent overall average from two written examinations covering all course content provided in this program.
- b. Successfully complete the Interviewing Group Practical Exercise.

2. REMEDIATION

Students are not placed on academic probation but will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.

LAW ENFORCEMENT SPANISH TRAINING PROGRAM (LESTP)

1. STANDARDS

The LESTP is a non-graded program. At the beginning of the program, the students are required to participate in a diagnostic interview with an instructor. During the course of the interview, the student's current proficiency or aptitude is determined. Participants demonstrate comprehension and the ability to speak the Spanish language verbally in job related laboratory exercises conducted throughout the program. Participants will be at different levels of competency based upon language abilities and past experience. There is no written examination as this is an oral based training program.

At the conclusion of the program, each participant is required to participate in a final interview involving several law enforcement related scenarios. The student's progress is evaluated and measured against performance in the initial diagnostic session during this interview.

2. REMEDICATION

There is no remediation in this program. Due to the low student to instructor ratio, students are afforded individual help as needed during the program.

MARINE LAW ENFORCEMENT TRAINING PROGRAM (MLETP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

a. Achieve a minimum score of 70 percent on each of two multiple choice examinations.

b. Achieve a minimum score of 70 percent on the Final Plot navigation examination. 80 percent of the examination is written and 20 percent is practical exercise, (chart plot).

c. Achieve a satisfactory evaluation in the Marlinespike Seamanship exercise, Form O-OST-42, (Exhibit 21).

d. Achieve a satisfactory evaluation in the Boat Handling exercise, (Exhibit 22).

2. REMEDICATION

Students are not placed on probation but will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during the training will not receive a Certificate of Training.

O-OST-42 (5-91)

MARINE LAW ENFORCEMENT TRAINING PROGRAM

STUDENT EVALUATION FORM

MARLINE SPIKE SEAMANSHIP

NAME: _____ CLASS: _____

INSTRUCTOR: _____ DATE: _____

AREA OF EVALUATION

RATING

- | | |
|----------------------|-------|
| 1. FIGURE EIGHT KNOT | _____ |
| 2. STRAIT BEND | _____ |
| 3. ANCHOR HITCH/BEND | _____ |
| 4. CLOVE HITCH | _____ |
| 5. SHEET BEND | _____ |
| 6. DOUBLE SHEET BEND | _____ |
| 7. BOWLINE | _____ |
| 8. CLEAT HITCH | _____ |

RATINGS: [E] EXCELLENT

[S] SATISFACTORY

[N] NEEDS IMPROVEMENT [U] UNSATISFACTORY

No more than two "N" ratings or no more than one "U" rating is allowed for satisfactory completion of the practical exercise.

MARINE LAW ENFORCEMENT TRAINING PROGRAM

STUDENT EVALUATION FORM

BOAT HANDLING

NAME: _____ CLASS: _____

INSTRUCTOR: _____ DATE: _____

AREA OF EVALUATION

RATING

1. DOCKING

- a. Checked wind and currents _____
- b. Used proper approach angle _____
- c. Approached dock at safe speed _____
- d. Rigged line and fenders _____
- e. Communication with crew _____
- f. Proper use of helm and screws _____
- g. Safety _____

2. LEAVING THE DOCK

- a. Checked wind and current _____
- b. Communication with crew _____
- c. Proper use of spring line _____
- d. Proper use of helm and screws _____
- e. Safety _____

RATINGS: [E] EXCELLENT [S] SATISFACTORY
[N] NEEDS IMPROVEMENT [U] UNSATISFACTORY

No more than two "N" ratings and no more than one "U" rating allowed for satisfactory completion of the practical exercise.

NATIONAL WILDFIRE INVESTIGATION TRAINING PROGRAM (NWITP)

1. STANDARDS

To successfully fulfill the requirements of this program, the student must meet the following requirements:

- a. Achieve a minimum score of 70 percent on the final examination.
- b. As a team member, the student must successfully perform the required tasks in the fire related practical exercises.

2. REMEDICATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

NON-LETHAL CONTROLS INSTRUCTOR TRAINING PROGRAM (NLCITP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following requirements:

- a. Achieve a minimum score of 70 percent on a comprehensive written examination.
- b. Hold a current CPR certification.
- c. Present a 15-minute presentation on an occupationally related subject. The criteria for evaluation are the items listed on Form FTC-OGT-39, Assessment of Instructor Effectiveness (Exhibit 23).
- d. Complete the Physical Efficiency Battery (PEB).
- e. Meet all practical exercise performance requirements and be physically capable of performing required techniques with student opponents in actively-resistant situations.

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM (OSSTP)

1. STANDARDS

To successfully fulfill the requirements of this program the officer must meet the following requirements:

a. Achieve a grade of satisfactory on each of six scenarios included in the Night Practical Exercise Evaluation forms (Exhibits 24-29) listed below:

- (1) Response Survival Tactics Course (FAD)
- (2) Ruse/Felony Vehicle Stop
- (3) Officer Confrontation (Purse Snatch)
- (4) Weapon Retention (Hostage Situation)
- (5) Officer Down
- (6) Building Search (Fugitive)

b. Achieve a grade of satisfactory on each scenario (assigned) in the High Risk Warrant Service Practical Exercise whose evaluation forms (Exhibits 30-32) are listed below:

- (7) Biker House or
- (8) Party House and
- (9) Crack House

c. There is no written exam for this program. The practical exercises are the only form of evaluation.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

RUSE/FELONY VEHICLE STOP

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|----------------------------|-------|-------|
| 1. | COMMUNICATIONS | | |
| | Between teams | _____ | _____ |
| | Officers to dispatch | _____ | _____ |
| | Request tactical frequency | _____ | _____ |
| | Location first | _____ | _____ |
| | Plan the stop | _____ | _____ |
| 2. | EXECUTION | | |
| | Place | _____ | _____ |
| | Officers understand plan | _____ | _____ |
| | Ruse | _____ | _____ |
| | Fast (1 min.+ -) | _____ | _____ |
| 3. | SUSPECT CONTROL | | |
| | Identify as officers | _____ | _____ |
| | Cover | _____ | _____ |
| | Suspect extraction | _____ | _____ |
| | Handcuffed & searched | _____ | _____ |
| | Line of fire | _____ | _____ |
| 4. | Leave Area | | |
| | Suspect w/2 officers | _____ | _____ |
| | Suspect's vehicle removed | _____ | _____ |
| | All officers left scene | _____ | _____ |
| | All vehicles left scene | _____ | _____ |
| | All equipment removed | _____ | _____ |
| 5. | Additional Comments: | | |

TEAM: _____

DATE: _____

EVALUATOR: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

LAW ENFORCEMENT CONFRONTATION

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|----------------------------|-------|-------|
| 1. | PLANNING THE BUY | | |
| | Officer recognition | _____ | _____ |
| | Search informant & vehicle | _____ | _____ |
| | Officers understand role | _____ | _____ |
| | Signal to move in | _____ | _____ |
| 2. | MAKING THE BUST | | |
| | Officer identification | _____ | _____ |
| | Vehicle position | _____ | _____ |
| | Use of lights | _____ | _____ |
| | Officer position/s cover | _____ | _____ |
| 3. | COMMUNICATION | | |
| | Between partners | _____ | _____ |
| | Control informant | _____ | _____ |
| | Negotiate w/other officers | _____ | _____ |
| | Verify and identify | _____ | _____ |
| 4. | USE OF FORCE | | |
| | Did officer exhaust | | |
| | other means | _____ | _____ |
| | Can officer articulate | | |
| | jeopardy | _____ | _____ |
| 5. | Additional Comments: | | |

TEAM: _____ DATE: _____

EVALUATOR: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

WEAPON RETENTION/HOSTAGE SITUATION

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|-------------------------------|-------|-------|
| 1. | WEAPON RETENTION | | |
| | Retain own weapon | _____ | _____ |
| | Retain partners weapon | _____ | _____ |
| 2. | CONTAIN SITUATION | | |
| | Keep situation stationary | _____ | _____ |
| | Keep suspect inside | _____ | _____ |
| 3. | COVER & CONCEALMENT | | |
| | Use desk | _____ | _____ |
| | Use file cabinet | _____ | _____ |
| | Use concrete walls | _____ | _____ |
| | Use doors | _____ | _____ |
| 4. | VERBAL COMMANDS/COMMUNICATION | | |
| | Verbal challenge | _____ | _____ |
| | Identify threat | _____ | _____ |
| | Calming techniques | _____ | _____ |
| 5. | USE OF FORCE | | |
| | Did officer exhaust | | |
| | other means | _____ | _____ |
| | Can officer articulate | | |
| | Jeopardy | _____ | _____ |
| 6. | Additional Comments: | | |

TEAM: _____ DATE: _____

EVALUATOR: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

OFFICER DOWN

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. APPROACH

Use of lights	_____	_____
Use of cover	_____	_____
Use of vehicle	_____	_____
mobile cover	_____	_____
on foot w/o veh.	_____	_____
Check officer's veh.	_____	_____

2. APPROACH OF DOWNED OFFICER

One officer covers	_____	_____
One officer approaches	_____	_____
Use of flashlight	_____	_____
Other available lights	_____	_____
Secure officer's firearm	_____	_____
Remove from line of fire	_____	_____
Articulate reasons for moving or not moving	_____	_____

3. APPROACH OF DOWNED SUSPECT

Use of cover	_____	_____
Handcuff suspect	_____	_____
Search suspect	_____	_____
Secure suspect's weapon	_____	_____
Articulate necessity	_____	_____

1 of 2

4. COMMUNICATION

Between partners
Officer to dispatch
W/downed officer
W/suspect

5. USE OF FORCE

Justified
Articulate jeopardy

6. Additional Comments:

TEAM: _____

DATE: _____

EVALUATOR: _____

2 of 2

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

BUILDING SEARCH

EVALUATION FORM

AREA OF EVALUATION UNSATISFACTORY

SATISFACTORY

- | | | | |
|----|--|-------|-------|
| 1. | APPROACH | | |
| | Use of lights | _____ | _____ |
| | Use of cover | _____ | _____ |
| | Use of vehicle | _____ | _____ |
| | mobile cover | _____ | _____ |
| | on foot w/o veh. | _____ | _____ |
| | One officer moving | _____ | _____ |
| | One officer covering | _____ | _____ |
| 2. | USE OF COVER (One high, one low, one has cover, one has to go) | | |
| | Contact/cover | _____ | _____ |
| | One officer behind cover | _____ | _____ |
| | One officer moving | _____ | _____ |
| | Maximize cover | _____ | _____ |
| | Avoid fatal funnels | _____ | _____ |
| 3. | WEAPON POSITIONING | | |
| | Threat | _____ | _____ |
| | Ground | _____ | _____ |
| 4. | SLOW AND DELIBERATE SEARCH | | |
| | All primary areas | _____ | _____ |
| | All secondary areas | _____ | _____ |
| 5. | COMMUNICATION | | |
| | Between partners | _____ | _____ |
| | Officers to dispatch | _____ | _____ |
| | Hand signals | _____ | _____ |
| 6. | Additional Comments: | | |

TEAM: _____ DATE: _____

EVALUATOR: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

HIGH RISK WARRANT SERVICE PRACTICAL EXERCISE

BIKER HOUSE

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. PRE-RAID PREPARATION

Surveillance of premises

Pre-Raid practice

Pre-Raid investigation

Special equipment

Pre-Raid briefing

2. APPROACH TO PREMISES

Invisible deployment

Individual/team safety

3. ENTRY

18 USC 3109

Safely breach door

Team-within-team tactics

4. SWEEP

Team-within-team (contact
cover principles)

All primary areas checked

All secondary areas checked

All suspects controlled

5. COMMUNICATIONS

Radio

Officer-to-officer

Officer-to-suspect

Post raid briefing

6. ADDITIONAL COMMENTS:

FD 95-03
Attachment 1

Team: _____

Date: _____

Evaluator: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

HIGH RISK WARRANT SERVICE PRACTICAL EXERCISE

PARTY HOUSE

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. PRE-RAID PREPARATION

Surveillance of premises

Pre-Raid practice

Pre-Raid investigation

Special equipment

Pre-Raid briefing

2. APPROACH TO PREMISES

Invisible deployment

Individual/team safety

3. ENTRY

18 USC 3109

Safely breach door

Team-within-team tactics

4. SWEEP

Team-within-team (contact

Cover principles)

All primary areas checked

All secondary areas checked

All suspects controlled

5. COMMUNICATIONS

Radio

Officer-to-officer

Officer-to-suspect

Post Raid Briefing

6. ADDITIONAL COMMENTS:

FD 95-03
Attachment 1

Team: _____

Date: _____

Evaluator: _____

OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM

HIGH RISK WARRANT SERVICE PRACTICAL EXERCISE

CRACK HOUSE SATURATION RAID

EVALUATION FORM

AREA OF EVALUATION
UNSATISFACTORY

SATISFACTORY

1. PRE-RAID PREPARATION

Surveillance of premises

Two officer team each room

Pre-Raid investigation

Special equipment

Pre-Raid briefing

2. APPROACH TO PREMISES

Invisible deployment

Individual/team safety

3. ENTRY

18 USC 3109

Safely breach door

Team-within-team tactics

4. SWEEP

Team-within-team (contact
cover principles)

All primary areas checked

All secondary areas checked

All suspects controlled

Two officer team to each room

5. COMMUNICATIONS

Radio

Officer-to-officer

Officer-to-suspect

Post raid briefing

6. ADDITIONAL COMMENTS:

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Attachment 1

Team: _____

Date: _____

Evaluator: _____

PHYSICAL FITNESS COORDINATOR TRAINING PROGRAM (PFCTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

a. Achieve a minimum score of 70 percent in each of the five assessment areas of the Physical Efficiency Battery:

- (1) Agility
- (2) Body Fat Composition
- (3) Flexibility
- (4) Strength
- (5) Cardiovascular Endurance

b. Successfully complete the eight physical assessment areas of the testing protocol practical exercise in accordance with the evaluation forms (Exhibits 33-40) listed below:

- (1) Agility
- (2) Body Composition
- (3) Flexibility
- (4) Mile-and-One-Half Run
- (5) Bench Press
- (6) Sit Ups
- (7) Push Ups
- (8) Blood Pressure

- c. Achieve a minimum score of 70 percent on both the written comprehensive and case study examinations.
- d. Hold a current CPR certification.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. If a student fails any portion of the Physical Efficiency Battery (PEB), the remedial PEB will be administered within 72 hours. Remedial will not be administered for either the written or case study examinations. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

3. Physical Assessments Score sheet (Exhibit 41) will be used to record final scores.

PHYSICAL ASSESSMENTS

Agility

- _____ 1. Describe test. Testing ability to make sudden starts, stops, and direction changes. Best of two attempts, student's option. Instructor demonstrates course route.
- _____ 2. Starting position - Fingers behind black line, heels together, body flat on floor in prone position.
- _____ 3. Commands - "Ready, Go."
- _____ 4. Stop Watch - Started on "Go" command and correct ending mark.
- _____ 5. Course set up properly - four chairs on correct lines.
- _____ 6. Instructor - Situated to guide student through the course and to verify end lines have been touched by student's foot.
- _____ 7. Allow recovery time between two attempts (if applicable).
- _____ 8. Protocol for incorrect course direction (i.e., student misses or knocks a chair down, does not touch end line with foot).
- _____ 9. Score recorded correctly.

PHYSICAL ASSESSMENTS

Body Composition

- _____ 1. Description of what test is measuring--double layer of skin and subcutaneous layer of fat at various sites on the body. Identify obese officer.
- _____ 2. Correct site locations (right side only).
 - a. Men
 - _____ 1. Abdominal - Take a vertical fold one inch lateral to the navel.
 - _____ 2. Chest - Midway between nipple and shoulder crease, on a line running diagonally between shoulder and opposite hip, over lateral border of pectoralis major muscle.
 - _____ 3. Thigh - Take a vertical fold on the front of thigh.
 - b. Women
 - _____ 1. Suprailiac - Vertical fold superior to iliac crest and directly in mid-axillary line (armpit).
 - _____ 2. Tricep - Back of arm at level midway between shoulder and elbow. A vertical fold.
 - _____ 3. Thigh - Take a vertical fold on the front of the thigh.
- _____ 3. Correct separation of fat from muscle.
- _____ 4. Establish consistent reading.
- _____ 5. Correct placement of caliper.
- _____ 6. Score recorded correctly.

PHYSICAL ASSESSMENTS

Flexibility

- ____ 1. Describe what test is measuring lower back, hamstring, and hip flexor.
- ____ 2. Shoes off.
- ____ 3. Best out of three attempts.
- ____ 4. Push slide as far as possible.
- ____ 5. Toes - Vertical throughout test with heels against box.
- ____ 6. Knees - Locked and held down by another person.
- ____ 7. Feet - Maintained eight inches apart.
- ____ 8. Static, nonballistic reach, counted for three seconds.
- ____ 9. Fingertips of both hands maintained on front of slide at all times.
- ____ 10. Correct reading from front of block.
- ____ 11. Instructor situated at position to verify student position and slide reading.
- ____ 12. Score recorded correctly.

PHYSICAL ASSESSMENTS

Mile-and-One-Half Run

- _____ 1. Describe what test is measuring cardiovascular endurance and efficiency.
- _____ 2. Group at starting line - Slower people to rear and bunched to begin.
- _____ 3. Students wear numbers or can be easily identified.
- _____ 4. Safety Precautions:
 - _____ a. Explain fatigue vs injury.
 - _____ b. Keep walking - do not stop and bend over.
 - _____ c. Heat and cold precautions.
 - _____ d. Slower runners to outside lanes - lapping.
- _____ 5. Stop watch - Starts when last person crosses starting line. Have more than one watch.
- _____ 6. One-fourth (1/4) mile splits given.
- _____ 7. Record laps.
- _____ 8. Student's responsibility to remember finishing time and to confirm recorded score before leaving testing area.

PHYSICAL ASSESSMENTS

Bench Press

- _____ 1. Description of what test is measuring - Absolute strength test starting in down position and pushing weight away from body.
- _____ 2. Correct body placement:
 - a. Back flat on bench.
 - b. Feet flat on floor.
 - c. Hand position - Equidistant.
- _____ 3. Establish initial lift ability and allow approximately 3-5 lifts to attain maximum.
- _____ 4. Breath control - Exhale upon exertion. Do not hold breath.
- _____ 5. Lift position - elbows must lock.
- _____ 6. Student must be weighed prior to this test to determine the percent of body weight pushed.
- _____ 7. Obtain four 2-1/2 pound plates for Universal machines.
- _____ 8. Once student leaves bench, no more attempts are allowed.
- _____ 9. Score recorded correctly.

PHYSICAL ASSESSMENTS

Sit-Ups

- _____ 1. Describe what test is measuring upper abdominal, lower back, strength, and endurance.
- _____ 2. Matted surface recommended.
- _____ 3. Placement of arms (on side of head only).
- _____ 4. Feet - Secured by object or person.
- _____ 5. Repetition protocol - Elbows break place on knees in "up" position and shoulder blades touch floor in down position.
- _____ 6. Resting position - "Up" only.
- _____ 7. Conditions that invalidate test - Hands removed from head, resting in down position.

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 / 7 TOTAL

PHYSICAL ASSESSMENTS

Push-Ups

- _____ 1. Describe what test is measuring endurance of upper-body muscle groups.
- _____ 2. Proper body position - Start in "up" position with body and arms locked and straight.
- _____ 3. Shoulders go past the place of the elbows in the "down" position.
- _____ 4. Resting position - "Up" only.
- _____ 5. Conditions that invalidate test - Knees/chest rest on ground.

PHYSICAL ASSESSMENTS

Blood Pressure

- _____ 1. Describe what test is measuring systolic (pressure while heart pumps), and diastolic (pressure while heart is at rest).
- _____ 2. Identify borderline hypertension (140/90).
- _____ 3. Placement of cuff.
- _____ 4. Position of tester and person being tested.
- _____ 5. Proper inflation - 30 mm past stoppage of pulsation.
- _____ 6. Proper placement of stethoscope over brachial artery.
- _____ 7. Slow release of pressure.
- _____ 8. Conditions that would invalidate test - Stress, after exercise, diet, tobacco products.
- _____ 9. Proper recording of score.

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 / 9 TOTAL

PHYSICAL ASSESSMENT SCORES

	<u>EVENT</u>	<u>SCORE</u>	<u>PASS/FAIL</u>
1.	Agility	<u> / 9</u>	<u> </u>
2.	1 1/2 Mile Run	<u> / 8</u>	<u> </u>
3.	Strength (bench press)	<u> / 9</u>	<u> </u>
4.	Flexibility	<u> / 12</u>	<u> </u>
5.	Body Composition	<u> / 12</u>	<u> </u>
6.	Blood Pressure	<u> / 9</u>	<u> </u>
7.	Push-Ups	<u> / 5</u>	<u> </u>
8.	Sit-Ups	<u> / 7</u>	<u> </u>

PHYSICAL SECURITY MANAGERS TRAINING PROGRAM (PSMTP)

1. Standards

To successfully fulfill the requirements of this program, the student must meet the following:

a. Design a segment of a security program for a facility to be described in the exercise briefing to include a Security Design Checklist (Exhibit 42) as listed below:

- (1) Equipment (Hardware)
- (2) Equipment (Software)
- (3) Training
- (4) Operational Procedures
- (5) Maintenance

b. Make a presentation of the student designed security program to simulated facility management officials to include a Security Design Presentation Checklist (Exhibit 43) as listed below:

- (1) Justification of system selection
- (2) Integration with existing and future systems
- (3) Integration with existing security procedures
- (4) Training requirements (Initial)
- (5) Training requirements (Reoccurring)
- (6) Maintenance requirements

c. There is no written examination for this program. The practical exercise is the only form of evaluation.

2. Remediation

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

PHYSICAL SECURITY MANAGERS TRAINING PROGRAM (PSMTP)

SECURITY DESIGN CHECK SHEET

EQUIPMENT (HARDWARE)		YES	NO
1.	Suitability of application to situation	___	___
2.	Most current design	___	___
EQUIPMENT (SOFTWARE)			
1.	Suitability of application to situation	___	___
2.	Most current design	___	___
TRAINING			
1.	Qualified instructors	___	___
2.	Frequency	___	___
3.	Updates/changes in material	___	___
OPERATIONAL PROCEDURES			
1.	Frequency of review	___	___
2.	Suitability	___	___
MAINTENANCE			
1.	Frequency-major	___	___
2.	Frequency-minor	___	___
3.	On-site/off-site	___	___

ADDITIONAL COMMENTS:

TEAM: _____ DATE: _____

EVALUATOR: _____

PHYSICAL SECURITY MANAGERS TRAINING PROGRAM (PSMTP)

SECURITY DESIGN PRESENTATION CHECK SHEET

SYSTEM SELECTION	YES	NO
1. Selection based on sound reasoning	___	___
2. Review of all current systems made	___	___
3. System is reasonable based on facility	___	___
INTEGRATION WITH EXISTING AND FUTURE SYSTEMS		
1. Compatible with current system	___	___
2. System has built in expendability	___	___
3. System has future growth potential	___	___
INTEGRATION WITH EXISTING SECURITY PROCEDURES		
1. System has flexible use procedures	___	___
2. System procedures will integrate with current system	___	___
INITIAL TRAINING		
1. On-site	___	___
2. Facility instructors	___	___
REOCCURRING TRAINING		
1. On-site	___	___
2. Facility/manufacture instructors	___	___
3. Maintaining qualifications	___	___
MAINTENANCE		
1. Frequency-of-repair history known	___	___
2. Specialized tools and equipment needed	___	___
3. Unique maintenance bulletins needed	___	___

ADDITIONAL COMMENTS:

TEAM: _____ DATE: _____

EVALUATOR: _____

PROFESSIONAL DEVELOPMENT TRAINING PROGRAM (PDTP)

1. STANDARD

To successfully fulfill the requirements of this program the student must meet the following:

Present a two-hour oral report on the learning project for which the participant has contracted. The oral report is evaluated by facilitator and peers. Did the participant meet the terms of his or her training contract? Was the project subject matter relevant to the group and the employing situation?

2. REMEDATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

SEAPORT SECURITY/ANTITERRORISM TRAINING PROGRAM (SSATP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following criteria:

Achieve a grade of satisfactory on each of the four areas of responsibility listed below during the crisis management practical exercise in accordance with the student evaluation form (Exhibit 44).

- a. Intelligence and threat analysis
- b. Physical security
- c. Law enforcement resource coordination
- d. Media

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

SEAPORT SECURITY/ANTITERRORISM TRAINING PROGRAM (SSATP)

CRISIS MANAGEMENT PRACTICAL EXERCISE

STUDENT EVALUATION FORM

<u>AREA OF EVALUATION</u>	<u>SAT</u>	<u>UNSAT</u>
1. Intelligence/Threat Analysis Comments: _____ _____ _____	_____	_____
2. Physical Security Comments: _____ _____ _____	_____	_____
3. Law Enforcement Resource Coordination Comments: _____ _____ _____	_____	_____
4. Media Comments: _____ _____ _____	_____	_____
5. Briefing to Program Coordinator Comments: _____ _____ _____	_____	_____
6. Additional Comments:		

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STUDENT:_____

DATE:_____

INSTRUCTOR:_____

SEMIAUTOMATIC PISTOL PROGRAM (SAPP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

- a. Achieve a minimum score of 70 percent on a comprehensive written examination.
- b. Courses of Fire - The student must achieve a minimum score of 70 percent on two courses of fire--PPC for Semi-Automatic Pistols and Reduced Light for Semiautomatic Pistols. The courses must be fired with an approved semiautomatic pistol.
- c. The student must attend the course for the entire 40 hour course length. The student will not receive a graduation certificate unless this requirement is met.

2. REMEDICATION

All shooting tests are final. The PPC for Semiautomatic Pistols and Reduced Light for Semiautomatic Pistols courses will be conducted one time for record. There is no provision for remedial training.

TECHNICAL INVESTIGATIVE EQUIPMENT TRAINING PROGRAM (TIETP)

1. STANDARDS

To successfully fulfill the requirements of this program, the student must meet the following criteria:

a. Soldering Techniques

- (1) Properly use a Volt-Ohm meter to measure voltage, current, resistance, and continuity.
- (2) Properly use a soldering iron to construct various equipment items.
- (3) Build an electric microphone and power supply, or other designated similar item.
- (4) Properly repair coaxial cable by soldering given connectors.

b. Batteries and Power Supplies

- (1) Build battery packs in series which increase voltage.
- (2) Build battery packs in parallel which increase capacitance.
- (3) Properly install various batteries in correct polarity.

c. Motel Installation

- (1) Select the proper equipment necessary for an effective audio and video surveillance system.
- (2) Covertly install an RF video transmitter with proper power supply that transmits an intelligible video signal to a VCR and monitor to selected command posts.
- (3) Covertly install a video transmitter which transmits an intelligible video signal, hardwired to a VCR and monitor in an adjacent location.

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(4) Covertly install a microphone which transmits an intelligible audio signal to a tape recorder in an adjacent location.

(5) Covertly install an RF audio transmitter which transmits an intelligible audio signal to a tape recorder in an adjacent location.

d. Night Vision

(1) Properly connect and operate all necessary components to a complete night vision intercept system, to include night vision scope/lens, relay lens, and video camera.

(2) Produce an intelligible and clear video of nighttime activity.

e. Radio Frequency Tracking

(1) Properly install a radio frequency transmitter to a target vehicle.

(2) Properly install a radio frequency receiver and electronically matched antenna to a surveillance vehicle.

(3) Using the given RF transmitter and receiver, track and locate the target vehicle within a specified amount of time.

f. Receivers and Transmitters

(1) Properly select a variety of RF surveillance equipment that comprise an effective audio surveillance system.

(2) Properly install an RF transmitter, with antenna and microphone, on an individual, as delineated in the classroom presentation.

(3) Properly operate an RF receiver in conjunction with a frequency-matched RF transmitter in order to produce an intelligible conversation on audio tape.

g. Video Applications

(1) Properly select and operate various video equipment which can be integrated into a complete and effective video surveillance system.

- (2) Properly install a video camera and lens, using a pin-hole installation through a wall, to visually record an intelligible activity.
- (3) Visually record an intelligible activity by covertly installing a camera and lens with an RF video transmitter.
- (4) Visually record an intelligible activity covertly installing a hardwired camera and lens.

2. REMEDIATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

VEHICLE ACCIDENT INVESTIGATION TRAINING PROGRAM (VAITP)

1. STANDARDS

To successfully fulfil the requirements of this program the student must meet the following:

a. Achieve a minimum score of 70 percent on a comprehensive written examination.

b. Respond correctly to seven (7) of 10 of the requirements for successful completion of the Final Field Accident Investigation Problem.

(1) Final Field Accident Investigation Problem -Post accident scene diagrams will be submitted by each student. Each diagram will be of sufficient clarity and detail that:

(a) the simulated accident scene is depicted to within 1 foot of actual topography using the 1 inch equals 10 feet scale.

(b) The vehicle(s) involved in the simulated accident is placed in the diagram to within 1 foot of actual location using the 1 inch equals 10 feet scale.

(c) The reference points are indicated and recognizable.

(d) Streets are identified and their surface composition, widths, grades, and superelevations are indicated.

(e) The scale is indicated.

(f) A nominal compass direction is provided with North indicated at the top of the diagram.

(g) All numbers, letters, and words are written on the same plane.

(h) Traffic control devices will be indicated and located to within 1 foot of actual location using the 1 inch equals 10 feet scale.

(i) Physical evidence - skidmarks, scuffs, gouges, tire prints, underbody debris, etc. will be exhibited and located to within 1 foot of actual location using the 1 inch equals 10 feet scale; and

(j) a legend will be captioned, either on the diagram or on a separate sheet of paper. It will note all measurements to objects from reference points; explain all symbols; provide vehicle lengths; and identify the artist, the case number, and the date on which the scene was drawn.

2. REMEDICATION

Students who fail written or performance examinations will be afforded opportunities for remediation and retesting when such remediation does not place an undue burden on staff or resources. Students are not placed on probation status in Center Advanced programs. All students must successfully complete the program and meet all performance standards to receive a Certificate of Training.

VEHICLE AMBUSH COUNTERMEASURES TRAINING PROGRAM (VACTP)

1. STANDARDS

To successfully fulfill the requirements of this program the student must meet the following:

Achieve a grade of satisfactory on each of the following practical exercises:

(1) Skid Control - The student must initiate and recover from left and right hand braking and acceleration skids and must use appropriate power and counter steering recovery techniques. Skid recovery and vehicle control must be maintained in 70 percent of all evaluated skids.

(2) Highway Response Driving - Students may be scheduled for either Range #7 or #8.

Range # 7

The student must traverse the closed, 1.5 mile driving range in a maximum time limit of 1 minute 45 seconds (1:45) in the clockwise and counter-clockwise directions under dry pavement conditions. For wet pavement conditions, the maximum time limit will be increased 5 seconds. If it is raining and there is standing water on the roadway, the maximum time limit will be increased 10 seconds. At all times the student must operate the vehicle at optimum safe speeds and employ proper braking, steering, acceleration, and line of travel techniques.

Range #8

The student must traverse the closed, 1.5 mile driving range in 1 minute and 59 seconds (1:59) in a clockwise direction. Students must traverse the course in 2 minutes and 2 seconds (2:02) in a counter-clockwise direction. For wet pavement conditions, the maximum time limit will be increased 5 seconds. If it is raining and there is standing water on the roadway, the maximum time limit will be increased 10 seconds. At all times, the student must operate the vehicle at optimum safe speeds and employ proper braking, steering, acceleration, and line of travel techniques.

2. REMEDICATION

One immediate retest is provided following the failure of a practical driving exercise. If a student fails the retest, a one hour remediation class is provided. Should the student fail to perform satisfactorily after remediation and additional retest, the student will not receive a Certificate of Training.

WHITE COLLAR CRIME TRAINING PROGRAM (WCCTP)

1. STANDARDS

To successfully fulfill the requirements of this program, the student shall attend all class sessions and is expected to:

- a. identify crimes that have a high probability of providing a recovery of damages through civil law suits;
- b. understand the basic operation of computer systems and hardware;
- c. recognize the nature of conspiracy and its value to law enforcement under Title 18;
- d. explain the basic accounting equation and its relationship to a set of financial records;
- e. demonstrate understanding of the Federal Rules of Evidence;
- f. identify and locate principal sources of information in white collar crime investigations and the techniques used for obtaining information;
- g. document the existence of unknown or illegal sources of income;
- h. demonstrate effective interviewing concepts, procedures, and techniques;
- i. convert written material into an association matrix and to convert the association matrix into a link diagram that depicts the relationships among subjects, organizations, and their activities;
- j. know and understand the importance of the relationship and cooperation between auditors, investigators, and attorneys during white collar crime investigations;
- k. know the provisions of the Freedom of Information Act, the Right to Financial Privacy Act, and the Privacy Act as they apply to white collar crime investigations;
- l. identify suspected altered documents;

m. know the functions of a bank and understand how deposits and withdrawals can be traced through the bank's records; and

n. know the methods used to detect and investigate allegations of bribery, and know the areas where fraudulent contracts and kickback schemes are most likely to be found.

2. REMEDATION

Students will be afforded opportunities for remediation when such remediation does not place an undue burden on staff or resources. A student who is unable to demonstrate a working knowledge and ability to apply the information presented during training, will not receive a Certificate of Training.